

## VACANCY NOTICE

Applications are invited from suitably qualified persons to fill the following posts within the Zimbabwe Revenue Authority (ZIMRA) – an equal opportunity employer.

### REGIONAL MANAGER INVESTIGATIONS DOMESTIC TAXES – REVENUE ASSURANCE DIVISION – LEVEL 4 (1 POST)

#### Key Responsibilities

- Develops, initiates and approves revenue enhancement projects.
- Sets revenue targets for the regional sections.
- Reviews and approves submissions made to the Legal Division in response to court appeal cases.
- Authorizes the carrying out of raids for cases under investigation.
- Authorizes case finalization and approves investigation plans.
- Approves waivers of penalties and interest and all payment plans beyond 6 months.
- Approves all garnishee and asset attachment orders in collection of debts.
- Analyses revenue collections/performance on cases under investigations against targets.
- Approves all cases selected for prosecutions.
- Evaluates revenue performance and takes corrective measures when necessary.
- Reviews the revenue collection strategy and monitors regional performance through reports.
- Identifies gaps in legislation or policies and proffers recommendations for fiscal reforms.
- Convenes meetings with section heads to enhance collection of input into crafting of expenditure budgets.
- Manages investigations on Multi Nationals Enterprises, Special Projects involving complex sectors.
- Manages Tax evasion/avoidance, and fraud to influence, enforce and enhance voluntary compliance.
- Recovers lost revenue on all categories of clients and drive reforms through recommendations in legislation changes were appropriate.
- Plans and formulates annual strategic and operational plans for the region.
- Monitors revenue performance for the region, ensuring revenue is accounted for, expanding revenue base and minimizing revenue leakages.
- Improves efficiency and effectiveness through systems re-engineering and recommendations on procedures and legislation.
- Appraises regional management, implementing succession planning and development programmes.
- Monitors expenditure and works within set expenditure budget.
- Implements measures to minimize expenditure, authorizing expenditure and drafting regional expenditure budget.
- Monitors use of assets and resources, carry out random checks on condition of assets and sourcing for resources for the region.
- Prepares weekly, monthly, quarterly and annual reports and monitoring record keeping.
- Any other duties as may be assigned.

## **Job Skills and Competencies**

- Self- starter with ability to work under pressure and beyond stipulated hours.
- Good organizational, people and time management skills.
- A team player who is innovative and analytical.
- Unquestionable integrity.
- Good interpersonal and communication skills.

## **Qualifications and Experience**

- A degree in Accounting / Economics / Commerce / Fiscal Studies / Business Studies / Business Management / Social Sciences, Full CIS or equivalent.
- An MBA / MBL / MSc is an added advantage.
- Thorough knowledge of Taxes Legislation and Procedures is a requirement.
- At least 10 years working experience with at least 5 years at managerial level in a taxes environment
- Knowledge of TaRMS is a prerequisite.
- Clean Class (4) driver's license.

## **REGIONAL MANAGER INVESTIGATIONS CUSTOMS & EXCISE–REVENUE ASSURANCE DIVISION, – LEVEL 4 (1 POST)**

### **Key Responsibilities**

- Develops, initiates and approves revenue enhancement projects.
- Sets revenue targets for the regional sections.
- Reviews and approves submissions made to Legal Division in response to court appeal cases
- Authorizes the carrying out of raids on cases under investigation.
- Authorizes case finalization and approves investigations plans.
- Approves waivers of penalties and interest and all payment plans beyond 6 months.
- Approves all garnishee and asset attachment orders in collection of debts.
- Analyses revenue collections/performance on cases under investigations against targets.
- Implements measures to meet set targets.
- Accounts for and reports on revenue collections.
- Approves all cases selected for prosecutions
- Evaluates revenue performance and takes corrective measures where necessary
- Reviews the revenue collection strategy and monitors regional performance through reports.
- Identifies gaps in legislation or policies and proffers recommendations for fiscal reforms
- Convenes meetings with section heads to enhance collection of input into crafting of expenditure budgets.
- Monitors expenditure and works within set expenditure budget.
- Implements measures to minimize expenditure, authorizing expenditure and drafting regional expenditure budget
- Monitors use of assets and resources, carry out random checks on condition of assets and sourcing for resources for the region
- Plans and formulates annual strategic and operational plans for the region.
- Improves efficiency and effectiveness through systems reengineering and recommendations on procedures and legislation.
- Appraises regional management, implementing succession planning and development programmes.
- Prepares weekly, monthly, quarterly and annual reports and monitoring record keeping
- Any other duties as may be assigned.

### **Job Skills and Competencies**

- Self- starter with ability to work under pressure and beyond stipulated hours.
- Good organizational, people and time management skills.
- A team player who is innovative and analytical.
- Unquestionable integrity.
- Good interpersonal and communication skills.

### **Qualifications and Experience**

- A degree in Accounting / Economics / Commerce / Fiscal Studies / Business Studies / Business Management / Social Sciences, Full CIS or equivalent.
- An MBA / MBL / MSc is an added advantage.
- Thorough knowledge of Customs Legislation and Procedures is a requirement.
- At least 10 years working experience with at least 5 years at managerial level in a Customs & Excise environment
- Knowledge of ASYCUDA is a prerequisite.
- Clean Class 4 Driver's License.

## REGIONAL MANAGER TECHNICAL SERVICES AND INTELLIGENCE: REVENUE ASSURANCE DIVISION – LEVEL 4 (1 POSTS)

### Key Responsibilities

- Leads the development of processes, systems, policies and procedures, and execute the implementation of change and innovation initiated by the organisation.
- Co-ordinates with Business Sections to identify gaps in legislation, procedures, and policies for improvement.
- Participates in the Fiscal review Committee on proposals to legislative changes.
- Enforces compliance management through adherence to technical standards and all relevant legal requirements.
- Ensures the development and implementation of investigation practice in alignment with operational policy and procedural frameworks.
- Implements tactical strategy and delivery plans through the development of operational activities that ensure the achievement of operational targets.
- Proactively identifies interconnected problems, determine their impact and use to develop and implement best practice solutions.
- Provides periodic reports on performance against plan & progress on short-term initiatives & use to realign tactical plan and objectives appropriately.
- Directs, control, coordinate and optimise budgeted resources to meet specific objectives and deliver agreed results and productivity requirements.
- Implements governance, risk and compliance policy in own functional area to identify and manage governance and risk exposure.
- Creates a positive work climate & culture to energise staff & give meaning to work, minimise work disruption and maximise employee productivity.
- Contributes to the development of divisional budgets to minimise expenditure aligned with divisional plans.
- Manages an integrated service culture, which builds relationships that sustains good client service in line with ZIMRA client charter.
- Builds strong relationships through implementing service level agreements with internal stakeholders.
- Monitors Multi Nationals Enterprises, complex sectors and drive reforms through recommendations in legislation changes were appropriate.
- Provides advice on interpretation of legislation and on matters incidental to the administration of revenue and other relevant statutes.
- Represents the organisation in the inter-ministerial meetings, client liaison meetings, Professional seminars and International meetings.
- Advises and assists Commissioner with DTAs, MOUs, Trade Agreements, and Joint Commission Matters.
  
- Attends technical meetings with the Ministry of Finance to review existing legislation and determine its relevance
- Formulates of Divisional budget proposals.
- Attends pre-budget consultative meetings and provide advice thereon;
- Participates in management meetings, seminars and workshops
- Participates in recruitment, control, development, discipline supervision, CBN and NEC
- Any other duties as may be assigned.

## **Job Skills and Competencies**

- Ability to work under immense pressure and beyond stipulated hours.
- Knowledge of modern development frameworks and platforms.
- Good organizational, people and time management skills and sound knowledge of contracts management.
- Good communication and strong interpersonal skills.
- A team player who is innovative and analytical

## **Qualifications and Experience**

- A degree in Accounting / Economics / Commerce / Fiscal Studies / Business Studies / Business Management / Social Sciences, Full CIS or equivalent.
- An MBA / MBL / MSc is an added advantage.
- Thorough knowledge of Customs & Taxes Legislation and Procedures is a requirement.
- At least 10 years working experience with at least 5 years at managerial level in a Customs & Excise/Taxes/ Revenue Assurance environment
- Knowledge of ASYCUDA and TaRMS is a prerequisite.
- Clean Class 4 Driver's License.

## **REGIONAL MANAGER INTERNATIONAL TAXATION – REVENUE ASSURANCE DIVISION – LEVEL 4 (1 POST)**

### **Key Responsibilities**

- Manages investigations on Multi Nationals Enterprises, Special Projects involving complex sectors, Transfer Pricing, Base Erosion & Profit Shifting
- Manages investigations on Tax evasion/avoidance, fraud and enhance voluntary compliance,
- Recovers lost revenue on all categories of clients and drive reforms through recommendations in legislation changes were appropriate.
- Plans and formulates annual strategic and operational plans for the region
- Monitors revenue performance for the region, ensuring revenue is accounted for, expanding revenue base and minimizing revenue leakages
- Advises and assists Commissioner with DTAs, MOUs, Trade Agreements, and Joint Commission Matters.
- Attends technical meetings with the Ministry of Finance to review existing legislation and determine its relevance
- Appraises regional management, implementing succession planning and development programmes.
- Monitors expenditure and works within set expenditure budget.
- Implements measures to minimize expenditure, authorizing expenditure and drafting regional expenditure budget
- Monitors use of assets and resources, carry out random checks on condition of assets and sourcing for resources for the region
- Prepares weekly, monthly, quarterly and annual reports and monitoring record keeping
- Attends pre-budget consultative meetings and provide advice thereon;
- Participates in management meetings, seminars and workshops
- Participates in recruitment, control, development, discipline supervision, CBN and NEC
- Any other duties as may be assigned.

### **Job Skills and Competencies**

- Self-starter with ability to work under pressure and beyond stipulated hours.
- Ability to work both independently and as part of a team.
- Good communication and people skills.
- Unquestionable integrity.

### **Qualifications and Experience**

- A degree in Accounting / Economics / Commerce / Fiscal Studies / Business Studies / Business Management / Social Sciences, Full CIS or equivalent.
- An MBA / MBL / MSc is an added advantage.
- Thorough knowledge of Customs & Taxes Legislation and Procedures is a requirement.
- At least 10 years working experience with at least 5 years at managerial level in a Customs & Excise or Taxes environment
- Knowledge of ASYCUDA and TaRMS is a prerequisite.
- Clean Class 4 Driver's License.

## **CHIEF INVESTIGATIONS SPECIALIST – REVENUE ASSURANCE DIVISION– LEVEL 6 (7 POSTS)**

### **Key Responsibilities**

- Drafts the procedures and instructions that are used in the Division to ensure that they are in effective and in sync with operations.
- Conducts quarterly adherence to procedures exercise meant to check on section to see if they are sticking to set procedures.
- Advises the Regional Manager on areas of improvement after the adherence to procedures exercise.
- Reviews the draft responses to objections from the sections and send final draft response to Regional Manager.
- Monitors and ensure that Appeals sent through the legal process are timeously acted upon in the Division
- Compiles and submit revenue enhancement project reports to the Regional Manager
- Implements any new initiatives that lead to operational efficiency
- Recommends sectional risk management strategy
- Recommends action to be taken on identified risk categories
- Implements appropriate corrective action as approved by the Regional Manager monthly.
- Implements strategy for case and revenue target achievement in the section
- Implements approved initiatives to expand the revenue base
- Administers risk management and implements business continuity plan.
- Manages the number of cases that are being worked on by the investigators giving guidance on complex cases
- Plans and monitor, work output, staffing and resource requirements of the investigations teams
- Conducts disciplinary hearings where breaches of the code of conduct are made
- Organises and participating in workshops and seminars for clients on technical issues
- Any other duties as may be assigned.

### **Job Skills and Competencies**

- Self-starter with ability to work under pressure and beyond stipulated hours.
- Ability to work both independently and as part of a team.
- Good communication and people skills.
- Unquestionable integrity.

### **Qualifications and Experience**

- A degree in Accounting/Economics/Business Studies/ Finance/Fiscal Studies/Commerce/Law / Social Science.
- At least 5 (five) years' work experience in a Domestic Taxes or Revenue Assurance environment in at a supervisory level is a prerequisite.
- Thorough knowledge of Domestic Taxes and Customs legislation and procedures.
- An MBA/MSc is an added advantage.
- Knowledge of TaRMS and ASYCUDA is a prerequisite.

## **CHIEF INVESTIGATIONS SPECIALIST CUSTOMS & EXCISE – REVENUE ASSURANCE DIVISION– LEVEL 6 (2 POSTS)**

### **Key Responsibilities**

- Recommends investigations to be undertaken
- Develops, initiates for revenue enhancement projects to meet set targets.
- Reviews submissions made to legal in response to court appeal cases.
- Recommends the carrying out of raids on cases under investigation
- Recommends case finalisation
- Approves and recommends waivers of penalties and interest
- Approves all payment plans between 3 months and six months
- Recommends all garnishee and asset attachment orders in collection of debts
- Analyses revenue collections/performance on cases under investigations against targets daily and recommends actions to be taken to the Regional Manager.
- Implements measures to meet set targets.
- Reviews reports on revenue collections.
- Recommends all cases for prosecutions.
- Reviews the revenue collection strategy and monitors sectional performance through reports.
- Manages the sectional integrity action plan.
- Provides input into the management system.
- Manages collectively the divisional risk.
- Monitors that Investigations are carried out and revenue recovered on identified risk areas.
- Implements approved initiatives to expand the revenue base
- Administers risk management and implements business continuity plan.
- Heads a special customs projects team on post importations and Tax evasion
- Allocates special cases to the project team and manages the cases to finality.
- Accountable to meeting and surpassing production targets within quality turnaround time and productivity norms
- Any other duties as may be assigned.

### **Job Skills and Competencies**

- Self-starter with ability to work under pressure and beyond stipulated hours.
- Ability to work both independently and as part of a team.
- Good communication and people skills.
- Unquestionable integrity.

### **Qualifications and Experience**

- A degree in Accounting/Economics/Business Studies/ Finance/Fiscal Studies/Commerce/Law / Social Science.
- At least 5 (five) years' work experience in a Domestic Taxes or Revenue Assurance environment in at a supervisory level is a prerequisite.
- Thorough knowledge of Domestic Taxes and Customs legislation and procedures.
- An MBA/MSc is an added advantage.
- Knowledge of TaRMS and ASYCUDA is a prerequisite.



## **INVESTIGATIONS SPECIALIST – REVENUE ASSURANCE DIVISION – LEVEL 7 (14 POSTS)**

### **Key Responsibilities**

- Recommends, initiates for revenue enhancement projects to meet set targets.
- Reviews submissions made to legal in response to court appeal cases.
- Supervises the carrying out of raids on cases under investigation
- Recommends case finalisation.
- Recommends waivers of penalties and interest
- Approves all payment plans between 3 months and six months
- Recommends garnishee and asset attachment orders in collection of debts
- Analyses revenue collections/performance on cases under investigations against targets daily and recommends actions to be taken to Chief Investigations Officer.
- Implements measures to meet set targets.
- Reviews reports on revenue collections.
- Recommends all cases for prosecutions.
- Reviews the revenue collection strategy and monitors units performance through reports.
- Recommends debt management strategies.
- Implements sectional debt management strategies.
- Makes recommendations to reduce compliance costs to Chief Investigations Specialist.
- Reviews operations to ensure investigative, detection and enforcement action is consistent with the provisions of the law and recommends changes.
- Utilises rolled out ASYCUDA World and TaRMS modules.
- Ensures that up-to-date fiscal laws and departmental instructions are made available to investigations officers on a daily basis

### **Job Skills and Competencies**

- Good organizational, people and time management skills.
- A team player who is innovative and analytical.
- Unquestionable integrity.
- Good interpersonal and communication skills.

### **Qualifications and Experience**

- A Bachelor's degree in Accounting / Economics / Fiscal Studies / Business Studies / Business Management / Business Administration / Sociology or equivalent OR Full CIS OR Higher National Diploma in Accounting / Business Studies or equivalent.
- An MBA / MSc an added advantage.
- Thorough knowledge of Customs & Excise legislation and procedures.
- At least four (4) years' experience in Investigations, Customs & Excise and or Taxes working environment in a supervisory grade.
- Knowledge of TARMS and or ASYCUDA World is a prerequisite.

## **INVESTIGATIONS OFFICER – REVENUE ASSURANCE DIVISION – LEVEL 9 (16 POSTS)**

### **Key Responsibilities**

- Implements revenue enhancement projects as guided by investigations specialist.
- Responds to submissions made to legal in response to court appeal cases.
- Takes part in the carrying out of raids on cases under investigation
- Writes case final report and Recommends case finalisation
- Approves and recommends waivers of penalties and interest up to 80%.
- Recommends garnishee and asset attachment orders in collection of debts
- Analyses revenue collections/performance on cases under investigations against targets daily and recommends actions to be taken to Investigations Specialist.
- Implements measures to meet set targets daily as guided by the Investigations specialist
- Reviews reports on revenue collections and recommends action to be taken to enhance revenue collection
- Recommends cases for prosecution in his/her portfolio of cases under investigation.
- Recommends debt management strategies for the section.
- Implements sectional debt management strategies
- Participates in all sectional compliance enforcement activities on an ongoing basis.

### **Job Skills and Competencies**

- Self- starter with ability to work under pressure and beyond stipulated hours.
- Unquestionable integrity.
- Good interpersonal and communication skills.

### **Qualifications and Experience**

- A degree in Accounting/Economics/Business Studies/Finance/Fiscal Studies/Commerce/Law / Social Science.
- At least five (5) years post traineeship work experience in a Domestic Taxes environment is a prerequisite.
- Thorough knowledge of Domestic Taxes legislation and procedures
- Knowledge of the TARMS system is an advantage

## INVESTIGATIONS OFFICER CUSTOMS & EXCISE- REVENUE ASSURANCE DIVISION – LEVEL 9 (14 POSTS)

### Key Responsibilities

- Implements revenue enhancement projects as guided by investigations specialist.
- Responds to submissions made to legal in response to court appeal cases.
- Takes part in the carrying out of raids on cases under investigation
- Writes case final report and Recommends case finalisation
- Approves and recommends waivers of penalties and interest up to 80%.
- Recommends garnishee and asset attachment orders in collection of debts
- Analyses revenue collections/performance on cases under investigations against targets daily and recommends actions to be taken to Investigations Specialist.
- Implements measures to meet set targets daily as guided by the Investigations specialist
- Reviews reports on revenue collections and recommends action to be taken to enhance revenue collection
- Recommends cases for prosecution in his/her portfolio of cases under investigation.
- Recommends debt management strategies for the section.
- Implements sectional debt management strategies
- Participates in all sectional compliance enforcement activities on an ongoing basis.

### Job Skills and Competencies

- Self- starter with ability to work under pressure and beyond stipulated hours.
- Unquestionable integrity.
- Good interpersonal and communication skills.

### Qualifications and Experience

- A degree in Accounting/Economics/Business Studies/Finance/Fiscal Studies/Commerce/Law / Social Science.
- At least five (5) years post traineeship work experience in a Customs & Excise environment is a prerequisite.
- Thorough knowledge of Customs & Excise legislation and procedures
- Knowledge of the Asycuda system is an advantage

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae by **19 May 2024**, All applications should be emailed to: **ZimraRecruitment@zimra.co.zw** **clearly** stating the position applied for on the subject and addressed to:

The Director, Human Capital  
Zimbabwe Revenue Authority  
6<sup>th</sup> Floor ZB Centre  
Corner First Street / Kwame Nkrumah Avenue  
P. O. Box 4360 HARARE

**Please note female candidates are encouraged to apply and only shortlisted applicants will be responded to.**

